

Date: 04/24/08

PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> STREET  
CITY HALL ANNEX  
SUITE G13  
CHATTANOOGA, TENNESSEE  
37402

REQUEST FOR PROPOSAL (RFP)

Proposal will be received at this office  
101 East 11<sup>th</sup> Street, Suite G13, Chattanooga, TN 37402 until  
05/08/08

Requisition No.: R0108476  
Ordering Dept.: Air Pollution Control Bureau  
Buyer: William Tucker  
Phone No.: (423) 757-0649

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Items Being Purchased: Radio Advertising

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Request for Proposal for The City of Chattanooga, Tennessee

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\*\*\*REQUEST FOR PROPOSALS MUST BE RECEIVED BY\*\*\*  
4:00 PM, EST on May 8, 2008

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The City of Chattanooga reserves the right to reject any  
and/or all proposals, waive any informalities in the proposals  
received, and to accept any proposal which in its opinion may  
be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the  
purchase of all goods and services on the basis of race, color  
or national origin.

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City of Chattanooga (COC) Terms and Conditions posted on Website are Applicable  
[http://www.chattanooga.gov/finance66\\_standardtermsandconditions.htm](http://www.chattanooga.gov/finance66_standardtermsandconditions.htm)

Note: ALL PROPOSALS MUST BE SIGNED

All proposals received are subject to the terms and conditions contained herein and as listed in  
the above referenced website. The undersigned Offeror acknowledges having received,  
reviewed, and agrees to be bound to these terms and conditions, unless specific written  
exceptions are otherwise stated.

PLEASE PROVIDE US WITH THE FOLLOWING

Company Name: \_\_\_\_\_  
Phone/Toll Free No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Employer's ID No.: \_\_\_\_\_

# BID SOLICITATION



City of Chattanooga  
101 East 11th Street, Suite G13  
Chattanooga TN 37402

**BID OPENING DATE AND TIME:**  
**05/08/2008 4:00 PM**  
**BID NUMBER: B0005159**

BUYER: Tucker, William  
PHONE #: (423) 757 - 0649 ext.  
DELIVERY REQUIRED: 05/08/2008 4:00 PM

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City of Chattanooga  
101 East 11th Street, Suite G13  
Chattanooga TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>Requisition No.: R0108476 Ordering Dept.: Air Pollution Control Bureau Buyer: William Tucker Phone No.: (423) 757-0649 *****</p> <p>Items being purchased: Radio Advertising *****</p> <p>This is a Request for Proposals to the City of Chattanooga All Proposals must be received by 4:00 PM on May 8, 2008 *****</p> <p>ATTACHMENTS: Specifications (1 page) Affirmative Action Plan (2 pages) *****</p> <p>NOTE: ALL PROPOSALS MUST BE SIGNED All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated. *****</p> <p>The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.</p> <p>The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.</p>				

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS.

ALL BIDS MUST BE SIGNED: The undersigned offers the above quoted prices under the conditions contained herein.

The City is Exempt from all Federal and State Tax.  
Bids will be received at the above mentioned address.

COMPANY: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

# BID SOLICITATION



City of Chattanooga  
101 East 11th Street, Suite G13  
Chattanooga TN 37402

**BID OPENING DATE AND TIME:**  
**05/08/2008 4:00 PM**  
**BID NUMBER: B0005159**

BUYER: Tucker, William  
PHONE #: (423) 757 - 0649 ext.  
DELIVERY REQUIRED: 05/08/2008 4:00 PM

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101 East 11th Street, Suite G13  
Chattanooga TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>***** City of Chattanooga Terms and Conditions are posted on Website <a href="http://www.chattanooga.gov/finance/66_standardtermsandconditions.htm">http://www.chattanooga.gov/finance/66_standardtermsandconditions.htm</a> If you cannot download call buyer for a copy. ***** NOTE ***** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name _____ Address _____ Phone/Toll-Free No. _____ Fax No. _____ eMail Address _____ Contact Person's Name _____ Employer's ID No. _____ Estimated Delivery _____ Minority-Owned Business ___ Small Business ___ Veteran ___ Minority Woman Owned Business ___ Disabled Veteran ___ Women-Owned Business ___ ***** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****</p>				
1.0	961-53 Advertising - Radio as per attached specifications	1.00	EA		
				<b>TOTAL:</b>	

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Bids will be received at the above mentioned address.

COMPANY: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

## **Radio Advertisements Specifications**

- There should be a minimum of 300 spots.
- These spots should run Monday through Sunday during 6:00 a.m. to 10:00 p.m. Overnight (10:00 p.m. to 6:00 a.m.) air time should be promotional spots provided by the station.
- No spot should run back to back. The APCB would like at least 10 minutes between each commercial.
- The spots should run a minimum of 8 weeks, between the months of May and August.
- The advertising schedule should reach a minimum of 25% of the area's population an average of 25 (+) times.
- The content of the commercial(s) is/are to be specified by the APCB and approved by the APCB prior to airtime.
- The APCB would like an advertising banner on the home page of the station's website with a link to the APCB website.
- Air quality alert day notices should be broadcast in addition to the advertising spots.
- Production of commercial should be including in package with the option for the APCB to utilize this service, if needed.

**Affirmative Action Plan**  
For  
(Invitation or RFP No.)

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(Name of Contractor)

The above named Contractor is an equal opportunity employer and during the performance of this contract, the Contractor agrees to abide by the Affirmative Action Plan of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. It is the goal of the Contractor to have a workforce with a minimum of 8.6 percent minority and 6.9 percent female employees.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project.
6. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".

b. Maintain systematic contracts with minority groups and human relations organizations.

Office of Economic and Community Development, will make available to refer qualified minority group and female the City of Chattanooga Office of Economic and Community Development, copies of payroll records, personnel records, documents and other records that may be used to verify Contractor compliance with these equal opportunity provisions.

8. The Contractor agrees to notify the City of Chattanooga Office of Economic and Community Development of any failure or refusal on the part of the contractor or any subcontractors to comply with the equal opportunity provisions set forth. Any failure of refusal to comply with the aforementioned provisions by the Contractor and/or Subcontractors shall be a breach of this contract.

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(Signature of Contractor)

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(Title and Name of Construction Company)

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(Date)